

Checklist for a perfect reconcile

A “Perfect” reconcile is when the reconcilable bill perfectly matches the total cost of the associated order in the PR Log (No modifications required. All items received. Total cost of Order equals total amount billed – no partial billing.)

- Log into [P-Card](#), select [Reconcile](#) from the P-Card drop down menu.
- Check Reconciliation summary screen to verify that the billed amount matches your order log
- Go back to Reconciliation screen to begin reconciliation process
 - Select an unmatched transaction (it will have a ‘[U](#)’ next to it)
 - Select the gray ‘[Find](#)’ button
 - [Load](#) in the appropriate Order Log
 - Check the ‘[Unallocated Amount](#)’ field (this should be zero)
 - Verify that the “[All Items Received](#)” radio button is on “Yes” (look under “Miscellaneous Information at bottom of page”
 - Note: LESS THAN PERFECT RECONCILE – If the billing info (\$) matches but you have not received some or all of the line items ordered, you must still respond to “All Items Received” with a “Yes”. Then in the “Comments” text box, clearly state which line items have not been received. Otherwise, you will be unable to delete this PR from your Order Log.
 - Move the radio button under ‘[Reconciled?](#)’ to ‘Yes’ (also at bottom of page under ‘Transaction Status’).
 - [Save](#) Reconciled Transaction
- You should now be back to your Reconciliation Summary page and the previously unmatched transaction should have an ‘[R](#)’ next to it indicating that it has been reconciled.

Checklist if the Reconciliation Summary shows a different amount than your order log.

(Before you start, confirm that the billed amount in the Reconciliation Summary represents the complete order. **Note:** Some vendors will bill separately for items shipped separately. You may have more than one bill from the same vendor and for the same PR (order) in your current Reconciliation Summary. If this is the case, or if the vendor has only partially billed you, follow the instructions for partial billing.

Otherwise, if the vendor has billed you for the complete order, follow the instructions below.

- Log into [P-Card](#), select [Reconcile](#) from the P-Card drop down menu.
- Check the reconciliation summary screen to obtain the billed amount for a given PR (order).
- Then go back to the P-Card drop down menu, select Order Log and select (double click) the appropriate (PR) order log .
- Select '[Modify This Order](#)'
- Change the '[Unit of Price](#)', '[Quantity](#)' or Shipping Cost as required to make your PR (order) match the billed amount in the Reconciliation Summary. (What you will change depends on your order and what you were billed according to the reconciliation summary.) Note: If you have been charged Tax, you will need to add a line for the amount of tax charged in order to "receive" the refund during a subsequent Reconciliation. Save Changes.
- When all unmatched transactions match billed transactions on Reconciliation Summary:
 - Select an unmatched transaction (it will have a '[U](#)' next to it)
 - Select the gray '[Find](#)' button
 - [Load](#) in the appropriate Order Log
 - Check the '[Unallocated Amount](#)' field (this should be zero)
 - Verify that the "[All Items Received](#)" radio button is on "Yes" (look under "Miscellaneous Information at bottom of page")
 - Note: If the billing info (\$) matches but you have not received some or all of the line items ordered, you must still respond to "All Items Received" with a "Yes". Then in the "Comments" text box, clearly state which line items have not been received. Otherwise, you will be unable to delete this PR from your Order Log.
 - Move the radio button under '[Reconciled?](#)' to 'Yes' (also at bottom of page under 'Transaction Status').
 - [Save](#) Reconciled Transaction
- You should now be back to your Reconciliation Summary page and the previously unmatched transaction should have an '[R](#)' next to it indicating that it has been reconciled.

Checklist if the Vendor partially bills you

(The '**COMMENTS**' field is very **important** in this case. You **MUST** note what lines/quantities you have reconciled in order to avoid double reconciling a line)

- Log into **P-Card**, select **Reconcile** from the P-Card drop down menu.
- Check the reconciliation summary screen to see the billed transactions. Carefully review and remember what the vendor has billed in order to determine if you need to modify your order log. (Note: Some vendors will bill separately for items shipped separately. You may have more than one bill from the same vendor and for the same PR (order) in your current Reconciliation Summary.
- Go back to the P-Card drop down menu and select Order Log. Then select the appropriate order (PR) from the Order Summary.
- Determine which lines will be used to reconcile the partially billed order log. If the selected lines are complete, confirm that the sum of the lines cost matches the billed amount in the Reconciliation Summary.
 - Common Scenarios:
 - Problem 1: You were charged for shipping but you failed to include it in your Order Log, or the amount of shipping differed from the amount estimated in your Order Log.
 - Solution 1: Add or correct the shipping line in the Order Summary.
 - Problem 2: Shipping costs were split due to multiple deliveries.
 - Solution 2: If the reconciliation bill shows multiple shipping costs, create new shipping lines in the Order Summary and adjust the cost to match those in the Reconciliation bill.
 - Problem 3: On one of your lines you ordered a quantity of 10 but the vendor only shipped and billed you for 7.
 - Solution 3: In the Order Summary, create a new line with the same item description and a quantity of 3. Change the Quantity of the original line to the quantity billed (7).
 - Problem 1: You ordered 5 line items of equipment but were only billed for line items 2 and 4.
 - Solution 1: See Solution 1 below.
- After making the required corrections in the Order Log, go back to the Reconciliation Summary
- Select the appropriate unmatched transaction.
- Select '**Modify this Transaction**'.
- Select the gray '**Find**' button.
- **Load** in the appropriate Order Log.
 - Solution 1:** Delete the lines that you were not billed for by selecting the delete button to the right of the order log line. **DELETE FROM THE BOTTOM UP** (otherwise your line item numbers will change).
- Check the '**Unallocated Amount**' field (this should be zero)
- Verify that the "**All Items Received**" radio button is on "**NO**" (look under "**Miscellaneous Information**" at bottom of page). Even if you have received the item, selecting 'NO' will keep this order log in your summary for future reconciliations. **NOTE:**
- Move the radio button under '**Reconciled?**' to '**Yes**' (also at bottom of page under 'Transaction Status').
- **Save** Reconciled Transaction

Checklist if the Vendor owes you a refund or credit

Refunds or Credits can only be reconciled against existing, billed lines. Before correcting the PR (order) to accommodate the credit, you must first notify the vendor of the tax or overcharge error and confirm which line has been overcharged and how much credit will be refunded.

TAX

If you have been charged tax, you will need to add a tax line from the Order Log/Order Summary window. Then you will have a line against which to credit during Reconciliation.

OVERCHARGE

If you will be receiving a partial credit for a line which was overcharged, you will need to go back to the Order Summary, open the PR (order) and identify the line which was overcharged. This line will need to be broken into two lines, one for the correct amount and one for the overcharge amount.

Example Problem:

You have a PR with only one line item. Line item '1' included 6 widgets at \$10 each for a total line item cost of \$60. You were billed \$15 each for a total of \$90. You are owed a credit of \$30 – and the vendor has agreed to credit your credit card for this amount.

Solution: In the Order Log/Order Summary, leave line item '1' as it was originally entered (6 widgets x \$10 = \$60), but ADD another line, '2', with the overcharge information (6 "overcharge for widgets" x \$5 = \$30). Then, when you are reconciling the bill, you will reconcile the \$90 against both lines **AND YOU WILL SELECT "NO" FOR ALL ITEMS RECEIVED**, because you want this order to remain in your log until you receive the credit. You will then select "YES" for reconciled.

When you receive your \$30 credit on a subsequent Reconciliation, you will delete line item '1' (in the Reconciliation Summary), and you will reconcile the \$30 against line item '2', the \$30 line. Then you will select "YES" for all items received and "YES" for reconciled.

Checklist for Credits and Tax

(Follow these steps if you have or will receive a credit or if the vendor has mistakenly charged you tax.)

- Log into [P-Card](#), select [Reconcile](#) from the first drop down menu.
- Check reconciliation summary screen to see the billed transactions. Carefully review and remember what the vendor has billed in order to determine if you need to modify your order log.
- Go the P-Card order summary and select the appropriate order log.
(SKIP THIS STEP IF YOU HAVE RECEIVED A CREDIT AND ALREADY HAVE A LINE ITEM CREATED TO RECONCILE THE CREDIT WITH)
- Determine which lines will be used to reconcile and if a new line is needed.
 - Common Scenarios:
 - A Credit has been/will be received for the entire amount of a line item or order
 - A new line is NOT needed
 - A Credit has been/will be received for a partial amount of a line item
 - A new line IS needed (if not already created)

Note: If a credit has been received and the Order log needed is not on your Order Log Summary create a new order log to reconcile the credit with.

- Select '[Modify Order](#)' (Only if a new line is needed)
 - If a Credit has been received or will be received for a partial amount of a line item a new line item will be needed.
 - Examples:
 - Ordered a quantity of 3 and were shipped and billed for 4
 - Over charged on a line item, charged tax, or an unknown charge
- Change the '[Unit of Price](#)' to the amount of line item minus the credit OR '[Quantity](#)' (what you will change depends on your order and what you were billed according to the reconciliation summary)
- Add a line item for the amount of the Credit
- '[Save](#)' changes to Order Log.
- Return to Reconciliation Summary page and repeat previous steps to modify other order logs OR continue to next step to reconcile unmatched transactions)
- Go to your Reconciliation Summary
- Select appropriate unmatched transaction
- Select '[Modify this Transaction](#)'
- Select the gray '[Find](#)' button
- [Load](#) in the appropriate Order Log
- Check the '[Unallocated Amount](#)' field (this should be zero)
- Change the "[All Items Received](#)" radio button (look under "Miscellaneous Information at bottom of page).
 - Select '[NO](#)' if you have not received the credit. This will keep this order log in your summary for the future reconciliation of the credit.
 - Select '[Yes](#)' if you have received the credit and have been completely billed for the Order Log.
- Move the radio button under '[Reconciled?](#)' to 'Yes' (also at bottom of page under 'Transaction Status').
- [Save](#) Reconciled Transaction